



Iowa Department of Human Services

Terry E. Branstad
Governor

Kim Reynolds
Lt. Governor

Charles M. Palmer
Director

9/17/14

Lisa Alterball
251 Miller Ave SW
Cedar Rapids IA 52404

Dear Lisa,

This letter is in regards to the compliance check of your Level B, Registered Child Development Home completed on 9/8/14. Iowa Code Chapter 237A and 441 Iowa Administrative Code, Chapter 110, describes specific requirements that must be met by a Registered Child Development Home. The following areas were out of compliance at the time of my visit:

☒ 110.5(1)e All accessible electrical outlets are safely capped. **Needed caps on outlets in the following locations. Living room All outlets should be capped every day to ensure child safety.** Provider capped the needed ones while I was in the home.

☐ 110.5(1)e All electrical cords are properly used. This means not found under rugs, over hooks, through door openings, etc. **Electrical cords were found : .**

☐ 110.5(1)h A safe outdoor play area is maintained in good condition throughout the year. **There is a wading pool used for the dog that has alto of water in it. This needs to be dumped daily as it is a drowning hazard.**

Best Practice Recommendation is an approved soft landing for under all equipment 18 inches or taller that is at a minimum of 9 inches. Gave the Outdoor Home Playground Safety Handbook. Please include what your plan is to meet this rule. Examples are remove equipment; develop a specific plan to not allow children on equipment until a soft landing is established.

☐ 110.5(1) Is free from contamination by drainage or ponding of sewage, household waste, or storm water. **Outdoor play area is not free from contamination by drainage or ponding of sewage, household waste, or storm water Need to move the following items out of the outdoor play area: There is a wading pool used for the dog that has alto of water in it. This needs to be dumped daily as it is a drowning hazard.**

☐ 110.5(1)k Fire and tornado drills are practiced monthly and documentation kept. **Need to do drills and document monthly provider said she has been doing them but not monthly and not documenting .**

☐ 110.5(1)n Each smoke detector is tested monthly, and a record is kept for inspection purposes. **Need to test and document the testing monthly.**

☐ 110.5(1)q All dogs and cats have annual examinations. Records of the exams are on file and must verify that routine immunizations are current and animal is free of endo and ecto parasites. **Needed and need to be on the new form, 470-5153. I left some of the new forms with you.**

☐ 110.5(1)r Wading pools are drained daily and are inaccessible to children when not in use.

Wading pools are not drained daily. They have been using it for the dog's water outside. There was a lot of and old standing water when I arrived. Provider will discontinue this practice

110.5(2) A provider file is maintained and contains:

☐ 110.5(2)a A physician's signed **statement of health and immunization status** on the provider and all members of the household who may be present when children are in the home. Statements must be obtained at the time of initial registration and updated every three years. **Need and on the new form for Bethany and Lisa .**

110.5(8) Children's Files

110.5(8) An individual file is maintained for each child and **updated annually or when there are changes**. Each file contains: **The children's files must be updated annually with the emergency medical authorization completed yearly. If the parent wants to review, edit and resign and date the intake and emergency medical authorization instead of completing a new form that is ok. I suggest you pick a date, such as the first of the year, beginning of school, your birthday or anniversary, Valentine's Day, ect. On that date I suggest you double check for a current physical form and immunizations (if there were any updates) and have the parents redo or resign the emergency medical and intake information.**

You need updates for KH, GW, and TH

☐ 110.5(8)a Identifying information including, at a minimum, the child's name, birth date, parent's name, address, telephone number, special needs of the child and the parent's work address and telephone number. **You need updates for KH, GW, and TH**

☐ 110.5(8)b Emergency information including where the parent can be reached, the name, street address, city and telephone of the child's regular doctor, and the name number, telephone number, and relationship to the child of another adult available in case of emergency. **You need updates for KH, GW, and TH**

☐ 110.5(8)c A signed medical consent from the parent authorizing emergency treatment. **You need updates for KH, GW, GS, and TH**

☐ 110.5(8)d For school-aged children: On the first day of attendance, a statement of health status signed by the parent or legal guardian. **Need for all.**

☐ 110.5(8)e For infants and preschoolers: A statement of health signed by a physician submitted annually. **Need for: HG .**

☐ 110.5(8)e For school aged children: An annual statement of health condition signed by the parent or legal guardian, annually from date of admission physical. **Need for all.**

☐ 110.5(8)f A list signed by the parent which names persons authorized to pick up the child, their telephone number, and relationship to the child. **You need updates for KH, GW, and TH .**

Non-compliance with any of the mandated regulatory requirements listed above may lead to the cancellation or revocation of your Child Development Home Registration. **Please take whatever steps are necessary to completely address each of the violations noted above. It is essential you correct all above-mentioned violations within the next 45 days.**

☒ Based on the items out of compliance listed above, a recheck or follow up visit to your home is not necessary. However, it is essential you provide documentation to the Department that certifies you have corrected each of the identified regulatory violations and are now in complete compliance with all Departmental regulatory mandates. **Please check mark each of the boxes listed above when the necessary corrections have been completed. By doing so, you certify that you have completed all of the mandated regulatory requirements contained within each identified section.**

I certify that I have taken all of the steps necessary to correct each of the identified violations noted above and am now in complete compliance with all of the Departmental mandated regulatory rules.

Please sign and date below, and return this form in the provided envelope by: 45 days of receipt.

X _____
Signature Date

Please do not hesitate to contact me at DHS at 319-892-6826 if you have any questions regarding this letter.

Sincerely,

Lisa Wesbrook
Social Worker II

Irene Holzwarth
Social Work Supervisor

Always Remember:

Child Care Resource and Referral is an excellent resource for providers to access training options and support in your area. You can reach Child Care Resource and Referral at 866-324-3236.

As you plan your future trainings to meet your 24 hours of training requirement, please remember that you need to use only DHS approved training and only 12 hours can be by self-study. You can access the approved training by going to http://dhs.iowa.gov/sites/default/files/CC_Professional_Development.pdf and you can sign up for training at <http://ccmis.dhs.state.ia.us/trainingregistry/>

All providers need to maintain compliance with rules set out in Iowa Administrative Code, Chapter 110, which includes: 441 IAC 110.5(1): Check with the appropriate authorities to determine how the following local, state, or federal laws apply to you: • Zoning code • Building code • Fire code • Business license • State and federal income tax • Unemployment insurance • Worker's Compensation • Minimum wage and hour requirements • OSHA • Americans with Disabilities Act (ADA).